Objection to Exemptions

STEP 1 Select Bankruptcy from the Main Menu, then click on Miscellaneous from the Bankruptcy Events menu.

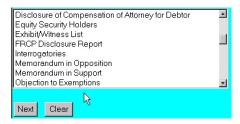




STEP 2 The Case Number screen displays.



- ♦ Enter a **Case Number** and click on the **Next** button.
- STEP 3 The Select the Type of Document screen displays.



- ♦ Scroll down the options and highlight **Objection to Exemptions**.
- ♦ Click on the **Next** button.
- STEP 4 The Joint filing with other attorney(s) screen displays.



- Click in the box only if this is a jointly-filed document.
- ♦ Click on the **Next** button.

STEP 5 The Select the Party: screen displays.



- ♦ If the name of the party you are representing appears on the list, click on the party's name and proceed to **Step 10**. If the name does not appear on the list, click on **Add/Create New Party** and proceed to **Step 6**.
- ♦ Click on the **Next** button.

STEP 6 The **Search for a party** screen displays.



- ♦ Last/Business name: enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive). Do not search by SSN or Tax Id numbers.
- ♦ Click on the **Search** button.

STEP 7 The Party search results screen displays.



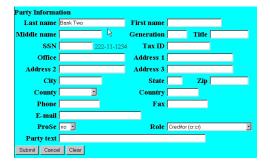
- ♦ If the party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen, then click on **Select name from list** and proceed with **Step 8**.
- ♦ If party's name is not found, click on **Create new party** and proceed to **Step 9**.

STEP 8 The **Party Information** screen displays.



- ♦ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ♦ Role click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ♦ Party Text add additional information such as 'A West Virginia Corporation' in the box provided.
- ♦ Click Clear to re-key party information or Cancel to go back to the Select the Party screen.
- ♦ Click on **Submit** and proceed to **Step 10**.

STEP 9 If you selected Create New Party from the Select the Party screen, a new Party Information screen displays.

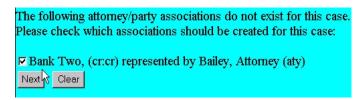


- ♦ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last** name field for last name or full business name. Press the [*Tab*] key to advance to the **First name** field and enter first name.
- ♦ Role click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ♦ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

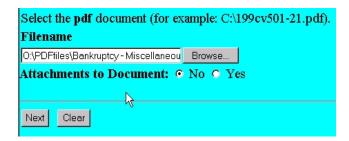
STEP 10 The Select the Party: screen with your party highlighted displays.



- ♦ Click on the **Next** button.
- STEP 11 Check the box to make an associate as the attorney for the party selected if appropriate.



- ♦ Click on the **Next** button.
- STEP 12 The Select the pdf document screen displays.



- ♦ Type the path and file name in the blank box, or
- Click on the **Browse** button to navigate to the appropriate directory and file.
- ♦ Click on the **Next** button.

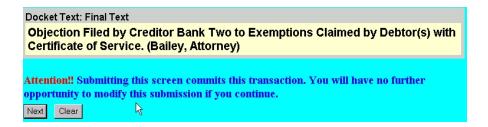
STEP 13 The With Certificate of Service screen displays.



- ♦ Type a lowercase 'y' or lowercase 'n' to indicate if your document contains or does not contain a Certificate of Service.
- ♦ Click on the **Next** button.
- A Verification screen displays. Verify the accuracy of the case name and case number, then click on the Next button.



STEP 15 The Docket Text: Final Text screen displays.



- ♦ Verify the *Final Docket* text. If correct, click **Next**.
- ♦ If the *Final Docket* text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 16 The Notice of Electronic Filing screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

